

Fast Track Tempe Permits Program

The City of Tempe understands that the faster you get your permits, the faster your project can move forward. The Fast Track Tempe permits program for Building Tenant Improvement projects will help people get permits faster while ensuring that safety remains a top priority.



What is Fast Track Tempe?

Some projects may have an opportunity to speed up the permit process by selecting a third party review service.

Benefits

Choice of who reviews your plans for compliance with codes and ordinances
Faster permits for eligible projects

Eligibility

Tenant Improvement Projects where all planning entitlements (Use permits, zoning, etc.), as applicable, have already been obtained and where no exterior (new doors, store front, HVAC, mechanical vents, etc.) or site work is done.

Exclusions

- Tenant Improvements exceeding 15,000 square feet in area in buildings or portions of buildings
- Tenant Improvements where a Certificate of Occupancy has not been issued
- Tenant Improvements where there is an open complaint for work done without permits
- Tenant Improvements containing Group H (Hazardous) Occupancies or where there is a change of occupancy to Group H (Hazardous) Occupancy
- New buildings and building additions
- Tenant improvements at major malls

Option A

Hire a third party plan review service from the City of Tempe's list of approved plan review agencies:

Bureau Veritas
Charles Abbott
JAS Pacific
Stantec
Sunrise Engineering
Willdan

The third party plan review agency shall review plans for compliance with City of Tempe Codes and ordinances and signify approval of the plans by stamping each and every sheet of plans "Reviewed for Code Compliance" with the date of approval and name of the reviewer.

Option B

Hire a design professional licensed to practice in the State of Arizona who is currently listed on the City of Phoenix Register of Self-Certified Design Professionals who also possesses a current certification as a Commercial Building Plans Examiner from the International Code Council (ICC). A self-certified design professional may not review their own plans. The self-certified design professional shall review plans for compliance with all City of Tempe Codes and ordinances and signify approval of the plans by stamping each and every sheet of plans "Reviewed for Code Compliance" with the date of approval and the name of the reviewer. The list is available at

<https://www.phoenix.gov/pdd/self-certification-program>

Please note: not all these companies may have the Commercial Building Plans Examiner from the International Code Council (ICC). Before starting this process, ensure that the company has that certification.

Required Forms

The following forms must be signed by the parties indicated on the form instructions:

- Owner/Tenant Certification Statement
- Hold Harmless and Recordation Letter
- Professional of Record Statement



Building Permit Application Fees Plan Review Fee

Plan review fees for Third Party Plan Review services or Self-Certified Design Professionals shall be set by the reviewing service or Self-Certified Design Professional.

City of Tempe Administrative Fee

The City of Tempe will charge an administrative fee of 35% of the regular plan review fee the city would have charged based upon the valuation of the work to be permitted and the City of Tempe's Fee Schedule.

City of Tempe Building Permit Fee

The City of Tempe will collect a permit fee at the time of permit issuance, as with any normal building permit process. Building Permits fees are based upon the City of Tempe's Fee Schedule and the project valuation. There are no surcharges applied to the Building Permit Fee.

Building Plan Audit

Plans processed using either option are subject to an audit by city staff, conducted after permit issuance. Audits will be completed within 12 working days after permit issuance. Any corrections noted during the audit shall be made to the building permit plans and field construction. Audit corrections shall be submitted as a revision to the permitted plans for City review and are subject to the normal revision fees per the City of Tempe's Fee Schedule. Audit reviews will be conducted on an hourly basis per the City of Tempe's Fee Schedule. Audit review hours will be added to any audit revision review fees.

Building Plan Revisions

Non audit revisions to the permitted plans shall be reviewed and approved by the original Third Party Plan Review service or Self-Certified Design Professional. The approved revision shall be submitted to the City for issuance and is subject to the same audit process as the original building plans except the audit review will be completed within six working days.



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